
The Levite Jewish Community Center: Grant Writer – Full Time

LJCC Identity Statement

Through the lens of Jewish identity and values, the Levite Jewish Community Center provides a welcoming, family-oriented gathering place for a diverse membership to engage in a meaningful experience of the mind, body and soul.

LJCC Vision Statement

The Levite Jewish Community Center will be recognized as a model for member-centered, high quality Jewish programming, education and recreation. We will be known for superior facilities and visionary leadership through financial sustainability and community outreach.

LJCC Core Values

We cultivate memorable life experiences and meaningful relationships
We pursue collaboration within the Jewish and broader communities
We empower individuals to learn and understand Jewish values
We provide a welcoming and open environment
We embrace and celebrate diversity
We encourage wellness of the mind, body and soul
We connect our community to the people of the State of Israel

General Position Summary

This position is responsible for researching, developing and writing inquiries, letters, and proposals requesting funds to support the Levite Jewish Community Center's programs and services. The Grant Writer will also be responsible for tracking and monitoring proposals, their deadlines and requirements. This position includes maintaining accurate computer and hard copy records of documents, phone calls and visits of funders and prospects.

Essential Functions

1. Study and understand the history, structure, objectives, programs and financial needs of the LJCC.
2. Ability to multitask and perform under deadlines and changing schedules.
3. Research and identify potential donors by reviewing the LJCC files, following up on leads, analyze funding reference tools such as annual reports, foundation directories and IRS 990's.
4. Research grant opportunities from government and non-government agencies.
5. Develop proposal and other request concepts in conjunction with the Executive Director, Director of Finance, Property Manager and Department Heads.
6. Write accurate and interesting inquiries, letters and proposals requesting funds from members, community members, corporate and foundation prospects. Write acknowledgment letters to members, corporate and foundation donors.
7. Identify new funders to support LJCC programs. Meet with the Department Heads to determine funding needs and program planning.
8. Submit proposals to the Executive Director and Director of Finance for approval.
9. Maintain tracking system for grant, renewal, and report deadlines.
10. Monitor results of written requests and acceptance rate.
11. Coordinate the efforts of key staff members to ensure that documents are completed by the specified deadlines.
12. Attend and serve as support staff for LJCC fundraising events.
13. Assist in the research and development of the LJCC's annual needs assessment.
14. Foster partnerships with organizations that align with the LJCC's mission.
15. Knowledge of Daxko is desirable.

16. Embrace all Core Values and all inherent mission, goals, directives and tasks of the LJCC
17. Additional duties that may be assigned by the Executive Director and Finance Director

Job Scope

Recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity. Operates independently with minimal supervision.

Supervisory Responsibility

None

Interpersonal Contacts

Contacts are made with others both inside and outside of the LJCC. Fulfill the needs of our members and guests by providing services on-site through the use of both phone and face-to-face interactions. Must be able to handle confidential/sensitive information of our members and guests with the utmost discretion.

Education and/or Experience

Bachelor's degree is required
Two years of appropriate experience

Certifications, Licenses, Registrations

CPR and AED certification required

Physical Requirements

Lift up to 25#
Bend
Stoop
Reach
Stand
Sit – for at least 4 hours at a time
Walk
Hear/Loud to moderate noise
Repetitive Motions
Proficient knowledge of Microsoft Office programs
Speak English

Job Conditions

Have flexibility to work different shifts. Frequent interruptions may occur. Maintain a clean cut and professional appearance. Some Holiday work may be required.

Reports to: Executive Director

Salary: TBD

Benefits: Medical and Gap insurance, Dental and Vision and RX, FSA-Flexible Spending Account, 401K and 403(b) plans, Supplemental insurance offered, Life Insurance offered, PTO and Vacation Benefits

The Levite Jewish Community Center is an Equal Opportunity Employer